CMC Student Employee:  
How to Enter Time by Week – Calendar Based User Interface

Login to Workday using your CMC Workday credentials

1. Navigate to the Time application.

2. **Select the Week**: Select the work week as needed under the **Enter Time** menu.

3. **Select the Day** you wish to enter time for. Notice the Enter Time banner appears and opens a new dialog box to Enter Time.
4. **Enter Time:** In the dialogue box, enter **In, Out, Out Reason**, and if applicable, the Details section. At the **Position** drop down menu, select the position for the hours worked. Select **OK** to save your entry.

5. Your entry will now be visible on the calendar. You may view a summary of hours to the right, under the Summary section.
6. Repeat this process to enter time for all hours/days as needed for the selected week.

**Editing or deleting saved hours.**
  a. Select the time frame that needs to be edited from the calendar view.

![Example of calendar view](image)

b. Edit the times and Position if necessary and Select OK.

![Example of time entry](image)

8. **Submit for Approval:** You will see a summary of the hours being submitted for the selected week. Once you select **Submit**, the weekly entry will be sent to your supervisor for approval.

*Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356*